

Job Title:	Program Specialist	Reports To:	Program Manager
Department/Group:	Program	Job Code/ Req#:	70300
Location:	MI – Kalamazoo	Travel Required:	Yes
Level/Salary Range:	To be determined	Position Type:	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	October 12, 2012
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled
Applications Accepted By:			
FAX OR E-MAIL: (269)492-1439 or hr@gshom.org Subject Line: Program Specialist - Kalamazoo Attention: HR Department		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
ROLE AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. Coordinate, develop, and cultivate collaborative relationships with local facilities/organizations to offer high quality programs of interest to girls that meet council goals and objectives. 2. Coordinate planning, organizing, facilitating, implementing, and working closely with research and evaluation team, evaluate girl program activities for a specified region. 3. Develop and implement progressive girl programming. 4. Involve girls in the planning and implementation of programming activities. 5. Plan, coordinate and collaborate with other departments to meet mutual priorities. 6. Assist with the preparation of annual budget projections for programs/activities and monitor budgets. 7. Oversee the regional implementation of leadership programs. 8. Will work with membership department to implement recruitment and retention strategies. 9. Other duties as assigned. 			
EDUCATION <ul style="list-style-type: none"> • Bachelor's degree or equivalent experience in a related field. 			
PREFERRED SKILLS <ul style="list-style-type: none"> • Strong human relations and problem solving skills. • Demonstrated ability to organize and direct complex work assignments. • Able to create and carry out multi-faceted plans. • Ability to plan, organize and supervise the implementation of complex projects simultaneously. • Have own transportation and the ability to travel within the jurisdiction 			
WORK WEEK <ul style="list-style-type: none"> • Will work within a flexible schedule • Evening and weekend hours are a must 			

BENEFITS

- Medical
- Dental
- Vision
- Life
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Floating Holiday
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.